

HOW TO...

Save text with Clipboard Magic

Clipboard Magic can work wonders with text pasting, improve your efficiency and save time, as **Matt Chapman** explains



We spend a lot of time working with text on our PCs, whether it's word processing and other office work or web browsing and email. If you're cutting and pasting between programs, it can be difficult to keep track of things. With Clipboard Magic you don't have to. Every time you copy a piece of text, it is stored in a list ready to be copied elsewhere. The copied text can be a single character or several pages.

You can find out more about this handy time-saving program in our Top 20 Utilities feature on page 130.

1 Clipboard Magic works by stacking text in single lines, one line on top of the next. When new text is copied to the clipboard, it appears at the top of the list and the other items move down one row. Only the first line of the copied text shows up on the list. Simply hover the mouse cursor over a line to see the remaining text in a pop-up window. Alternatively, left-click a line to select it. You can click on the icon of a magnifying glass with a '+' symbol inside it. To return to the full list, click on the magnifying glass icon again so that it has a '-' sign within it.

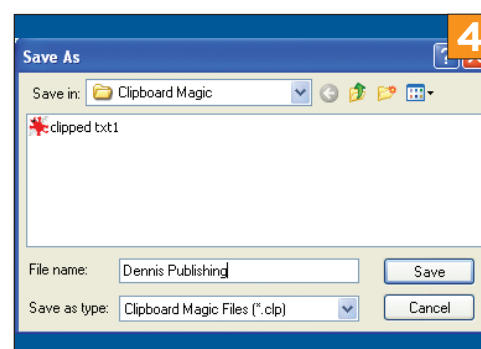
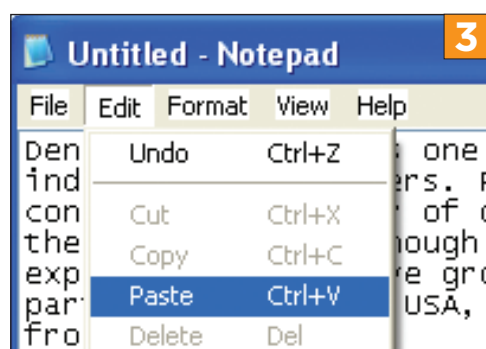
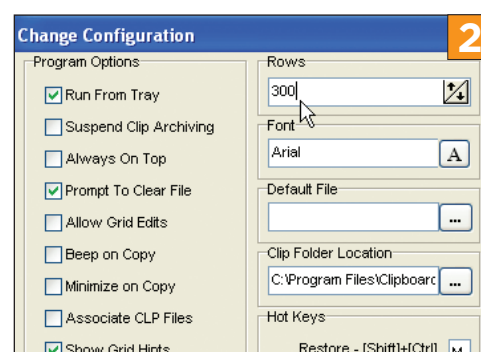
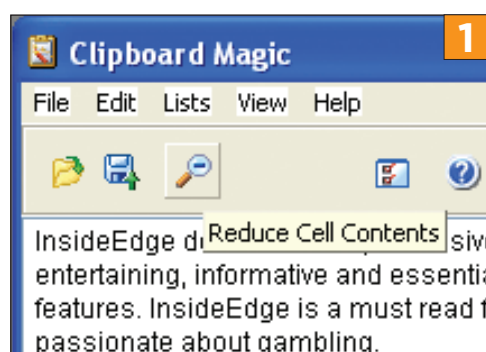
2 Every time you add more text to Clipboard Magic, it appears on a new row. However, the

item list has a maximum number of rows. If these run out, any other rows added will make items at the end of the list disappear.

To change how many rows you can copy, open the View menu and choose Options. On the following screen, click in the white box below Rows and type in a new number. You can also click the up and down arrows to the right to increase or decrease the number of rows. Click OK when you are satisfied.

3 To use the text stored in Clipboard Magic, double-click on the corresponding row in the list. Once that text is displayed, it is as if you had pressed the Ctrl-C keys to copy it. You can now paste it into any other application that uses text. In most applications, you can use the Ctrl-V keys to paste text.

4 If you've collected a large amount of text on a particular subject, you might want to save it for later use. Click the icon that looks like a disc with an arrow on it in the Clipboard Magic window. The standard Save File window appears. Choose where you want the file to be saved on your computer and click the Save button. To open this file in future, click the icon that looks like a yellow folder and find the file again. **CS**



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